



SITTING BULL COLLEGE 9299 HWY 24 FORT  
YATES, ND 58538  
[www.sittingbull.edu](http://www.sittingbull.edu)  
701.854.8000

## EMPLOYMENT OPPORTUNITIES

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**Closing Date:** Until Filled  
**POSITION TITLE:** Apprenticeships Program Coordinator  
**LOCATION:** Sitting Bull College  
Fort Yates, ND  
**SALARY:** Administrative Level IV  
**SUPERVISION:** Academic Dean

### SUMMARY OF WORK:

The Apprenticeships Program Coordinator is charged with:

- Program development and manage/office-day to day tasks including phone calls, mailings, list serves, contribute to data bases, and program building.
- Promotion and advising of student and employers about the Earn & Learn program.
- Administration of agreements for employer participation.
- Functioning as a corporate and student liaison.
- Working with regulatory and licensing entities including Workforce Development and the United States Department of Labor.
- Development of apprenticeship programs to meet quality standards of work-based learning.

### DUTIES AND RESPONSIBILITIES:

1. Oversee daily operations of the Apprenticeships Program.
2. Work in collaboration with faculty and staff to facilitate participation of students and employers and to align the related technical instruction and work-based learning opportunities to meet the requirements of the US Office of Apprenticeship.
3. Research and develop program design and implementation to include internal and external process for enrollment, onboarding and invoicing contractual agreements.
4. Lead assessment efforts of the Apprenticeships Program.
5. Provide an annual review of the Apprenticeships Program.
6. Develop and prepare letters of communication to employer partners for purposes of apprentice identification, invoicing and tuition and fee changes or for other reasons as needed.
7. Develops and provides mentor/preceptor/orientation materials and presents the information to students and employer participants.
8. Serves on appropriate committees and campus groups (as deemed necessary) to keep the campus connected in relation to the Apprenticeships Program.
9. Represents the SBC Apprenticeships Program outside the organization for work based learning opportunities with various agencies and organizations such as Job Service, the ND Workforce Development Council, ND Career and Technical Education, the ND Department of Commerce. and other groups which are occupation specific such as regulatory boards and state industry departments.
10. Is familiar with regulation and standards of apprenticeship standards of the US Office of

- Apprenticeship and develops programs and processes which meet those standards.
11. Is familiar with regulation, licensing, certifications, and standards of practice of specific apprenticeship occupations and develops programs which meet and sustains those standards.
  12. Is responsible for contractual agreements (both federal and campus) to engage employer sponsors participating in work based learning opportunities with SBC.
  13. File management of numerous day to day activities, including department and program meetings, industry databases, student data bases, contractual agreements, marketing materials, correspondence.
  14. Work with Academics and Student Affairs to plan the goals, budget, policies and procedures pertinent to the Apprenticeships Program.
  15. Work with Administration regarding program development and corporate partnerships.
  16. Communicate deadlines, important dates and upcoming events to faculty, staff, employer partners and apprentices.
  17. Provide excellent customer service by establishing positive relationships with coworkers, students, and representatives from external organizations.
  18. Seeks new and effective approaches to recruitment to ensure quality applicants.
  19. Maintain current information about the Apprenticeships Program including promotional and marketing materials and on the website.
  20. Presents the program at webinars, conferences, and meetings.
  21. Logistical planning including travel accommodations, hotel bookings, travel voucher filing.
  22. Responds to emails, phone calls, mailing and other communications.
  23. Other duties as assigned by supervisor.

**SKILLS:**

1. Ability and desire to learn new things and be innovative.
2. Resourceful. Understands where to find pertinent information regarding regulations, licensure.
3. Good communication skills and teamwork abilities.
4. Computer and Microsoft skills required for office management.
5. Ability to create content for marketing.
6. Ability to convey thoughts in word and writing.
7. Ability to meet deadline and handle stressful situations.
8. Work successfully with minimal supervision and provide a leadership role to others.
9. Ability to develop and manage programs.
10. Effectively present information and respond to questions from groups of managers, clients, students, and the general public.
11. Ability to solve practical problems and deal with a variety of variables in situations. Good critical thinking skills.
12. Establish and maintain effective relationships with students, peers and industry partners.
13. Must be capable of driving in adverse conditions.
14. Must be able to operate presentation software and equipment.
15. Ability to interact and serve individuals from diverse socio-economic backgrounds and age groups.
16. Strong organizational skills.

**QUALIFICATIONS:**

1. Bachelor's degree in education or business preferred. Associate's degree in education or business required.
2. Familiar with on-the-job training models preferred.
3. Some supervisory skills and experience preferred.
4. Required to be capable of team work with demonstrated skills in project and time management, strong communication skills and customer service.
5. Experience working with corporate, student, and economic development.
6. Have knowledge and experience working with federal and tribal programs.
7. Valid drivers' license.

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**New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug free. AA \* EEO \* M \* F \* V Employer**

**Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:**

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

***Any applicant not having the above documents enclosed will not be considered.***